

FUTURE SITE
OF THE MIS
LOGO....

Tips & Tricks

Vol. 1 Issue 1

PREMIERE ISSUE

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Welcome to the premiere issue of Tips and Tricks from the MIS Department. The training area of the MIS department will be trying to pass along many helpful ideas, tips and tricks to help you use your computer better. This newsletter will hopefully become another area that you can use as a resource for your computer questions. I want to be able to answer any questions that you have. If you want a question answered please feel free to give me a call at 799-5117 and ask for Wayne. If I am not available please leave a message or you can e-mail me at wwaupoose@mitw.org.

Tip #1: Getting rid of the annoying reading layout.

How many times have you opened a document and it looked like this...

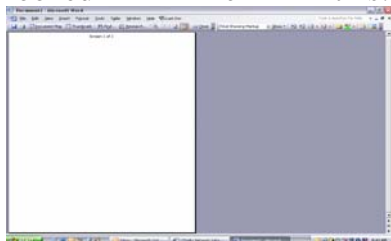
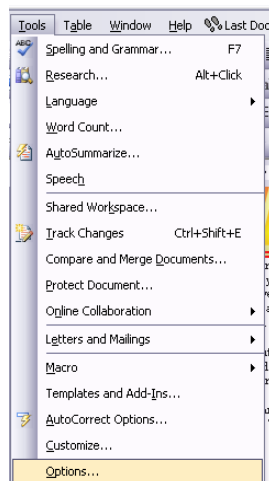


Figure 1: Reading Layout

That is called the reading layout and that view is normally the view that is given

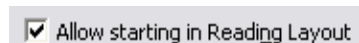
to you when you have the newest version of office installed on your computer. If you are annoyed when you see this screen open up when you want to look at a document or read a document you can easily change this view.

Change the view by going to the Tools option in the menu bar.



Select Options under the tool bar menu. You will then get the options box that will allow you to change that view from not appearing when you open a document.

If you are not on the general tab you will need to point to and select general in that options box that was just open. In that general tab you will notice a checkbox on the upper right hand corner of that tab it will look like this.



Uncheck that box and select OK button and the next time

you open a document you will have it view normally and not in the reading layout.

Training Sessions Available

The MIS Department has computer training sessions offered to all of its employees for free!!! Training Sessions will be available via scheduled training sessions or on a one to one personal session. These training sessions will cover the following programs Word, Excel, Outlook, PowerPoint, The Internet, Windows, Mail Merge, Creating Forms, and File Structure. All these will be given in a variety of different levels from absolute beginner to expert level. Training will be customized to what you do in your department.

Training sessions offered from November 15 – 26

- 11/16 Intermediate Searching the Internet
- 11/18 Word (XP) Advanced
- 11/23 Advanced PowerPoint
- 11/24 Publisher Projects
- 11/25 Advanced Outlook

These classes take place from 1:30 – 4:30 on the specified days. If you want to take any of these call 799-5117 or email the Training Coordinator at WWaupoose@mitw.org

See you next time!!!